

Preapplication Handbook

Urban Park and Recreation Recovery Program

Rehabilitation and Innovation Grants

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United States Department of the Interior

National Park Service

Introduction

This handbook has been prepared to assist you in your competition for funding under the Urban Park and Recreation Recovery (UPARR) Program. Its intent is to help local governments prepare preapplications for Rehabilitation and Innovation grants.

The Urban Park and Recreation Recovery Act of 1978 (Title X of Public Law 95-625) established a grant program to help physically and economically distressed urban areas improve recreation opportunities for their residents. This program provides grants to local governments to rehabilitate existing indoor and outdoor recreation facilities; to demonstrate innovative ways to enhance park and recreation opportunities at the neighborhood level; and to develop local Recovery Action Programs (RAPs) that identify community needs, objectives, action priorities and strategies for revitalization of the total recreation system.

There are a number of distinct elements which comprise a preapplication. The total amount of paperwork is substantially reduced from that required in a full/final application. Each of the preapplication elements must be addressed as completely and accurately as possible since grant offers are made on the basis of this information. An applicant may have no more than one Rehabilitation and one Innovation proposal under consideration at one time.

Rehabilitation and/or Innovation grants will be awarded by the National Park Service (NPS), Washington, D.C. RAPs (or, if necessary, an updated plan) must be approved by the appropriate NPS field office before preapplications for Rehabilitation or Innovation grants may be submitted.

Each proposal will be one of many submitted for consideration. Competition for UPARR grants will be strong due to limited funds. It is important that applicants take the time to prepare and submit top quality preapplications. The care taken in preparation can be a major factor for assuring UPARR funding. Three essential items to be addressed in every preapplication are: 1) what is planned to be done, 2) why should it be done, and 3) how will it be accomplished.

This handbook does not contain all Federal requirements for grant applications or grant administration. When a jurisdiction's proposal has received a tentative grant offer, the successful applicant will be notified and assistance in the completion of full/final grant applications, agreements, and forms will be available from NPS field offices.

THIS HANDBOOK COVERS ONLY PREAPPLICATION REQUIREMENTS FOR REHABILITATION AND INNOVATION GRANTS.

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SOME POINTS TO REMEMBER

- * All applicants for UPARR Rehabilitation and Innovation grants must have an approved Recovery Action Program on file prior to submission of preapplications.
- * Remember the intent of the UPARR program, and thus its highest priorities are:
 - o Close to home, neighborhood facilities
 - o Distressed areas
 - o Facilities that are closed or in critical need of repairs
 - o Total or comprehensive rehabilitation approaches
- * Address each of the selection criteria thoroughly but succinctly; making certain that every stated factor has been covered.
- * Provide enough detail to ensure that reviewers of your proposal have adequate information. This is especially true when showing breakdowns of estimated costs. Be sure that cost estimates are substantiated by adequate site investigation, field study, or other items that may be used as the basis of establishing estimates.
- * Be sure your figures are as accurate as possible; use actual figures when available. Recheck all computations and totals. Explain the use of formulas or factors. Cost overruns for UPARR funded projects cannot be recouped through increases in the Federal matching share.
- * Good photographs as well as maps, graphs, or well prepared sketches should be used to illustrate points not easily explained in writing. Graphic material should be well captioned to help reviewers understand their relevance to project justifications.
- Applicants may have no more than one Rehabilitation and one Innovation proposal in competition at any one time. For applicants applying for both project types, each proposal must be submitted with a separate letter of transmittal.
- For questions regarding forms, circulars, or compliance issues, contact NPS field offices. See Appendix I for a listing of field offices.
- * When in doubt, ask your NPS field office for guidance.

TYPES OF GRANTS

There are three types of grants authorized under this program: Rehabilitation, Innovation, and Recovery Action Program (RAP) grants (which are not covered by this publication). An applicant may have no more than one Innovation and one Rehabilitation proposal under consideration at any time. NPS can provide documentation providing a sampling of the types of projects which have previously been funded.

Rehabilitation grants are matching grants (70 percent Federal/30 per cent local) to eligible local governments for remodeling, rebuilding, expanding, or developing existing outdoor or indoor recreation areas and facilities. These grants will be targeted to rehabilitate existing neighborhood areas and facilities which have deteriorated to the point where health and safety are endangered or the community's range of quality recreation service is impaired. Proposals must be designed to provide recreation services for residents within a specific service area identified by the applicant. Rehabilitation proposals may contain improvements at multiple sites or facilities, each of which must be individually addressed.

Innovation grants are matching grants (70 percent Federal/30 percent local) which must be designed to demonstrate innovative and cost-effective ways to enhance park and recreation opportunities at the local level. The intent of the Innovation grant is to test new ideas, concepts, and approaches aimed at improving facility design, operations, or programming in the delivery of neighborhood recreation services. Innovation grants should also contribute to a systems approach to recreation by linking recreation services with other critical areas of service, such as transportation, housing, health and public safety, water quality programs, energy conservation, crime prevention and so forth. The innovative proposal should demonstrate a concept that is untried, unique, and/or advances the state-of-the-art of recreation. Ideas demonstrated before, or in use elsewhere, may be considered for funding if the applicant has identified and addressed the question of the special nature or circumstances surrounding the proposed project. Because the long range intent of Innovation grants is to support and demonstrate a great variety of ideas, only a few proposals having a similar emphasis or approach will be funded. Innovation proposals that affect or include sites or facilities must be oriented to a single purpose or basic innovative idea or approach.

Ideas from successful Innovation proposals will be disseminated nationwide through annual progress reports to the Congress and through the ongoing technical assistance efforts of NPS. Contact your NPS field Office for examples of approved proposals from prior grant rounds. Because the legislation limits the funds available for Innovation grants (not more than 10 percent of funds authorized), the majority of Innovation grants funded will be monetarily small.

Basic Categories of Innovation Proposals

Types of Innovation proposals that can be funded are suggested by, but not limited to, the following categories:

1. The unique integration of recreation with other community services, such as transportation, public housing and public safety, accommodation of the recreation needs of the aging population; either to expand or update current services, or to link programs within the social service structure of a community, such as through health and physical fitness programs.
2. New management and cost-saving or service-efficient approaches for improving the delivery of recreation services should be inherent in all Innovation proposals but may also be the prime focus of a proposal. Extending hours of operation, increasing the variety of recreation programs, contracting with commercial or private nonprofit agencies to supply specific recreation services, or assisting citizens in designing and operating their own programs, are examples of management approaches.
3. New approaches to facility design that emphasize user needs and preferences, and promote efficient operation and energy conservation.
4. New fiscal techniques to generate revenue for continuing operation and maintenance, such as tax credits.
5. Techniques for improving transportation and public access to recreation opportunities.
6. Techniques to facilitate private, nonprofit, and community organization involvement in providing recreation opportunities.
7. Improved use of land resources, such as utilizing abandoned railroads and highway rights-of-way, waterfronts, street spaces, or derelict land for recreation.
8. Adaptive reuse or multiple use of public or private facilities and areas. (Private areas or facilities must be opened to the general public to be eligible for assistance.)
9. Techniques to prevent or reduce crime, abuse, and vandalism, such as better design, non-destructible building materials, or use of community volunteers to supervise areas.
10. Communications and public awareness of recreation opportunities including education in leisure services, but excluding research.

STATE PARTICIPATION

As an incentive for state involvement in the UPARR program and the recovery of urban recreation systems, the Federal government will match, dollar for dollar, state contributions to the local share on Innovation or Rehabilitation grants, up to 15 percent of the total project cost. The Federal share is limited to 85 percent of the total project cost.

Some states may have a program designed to provide local governments with financial assistance for the UPARR program. Some states may also assist local governments in the preparation and submission of UPARR applications. To determine what state assistance may be available, we suggest that applicants check with the state agencies responsible for recreation, conservation, natural resources, or community development. The NPS field offices may be of assistance in the determination of potential availability of state assistance. NPS field offices and the states they serve are listed in Appendix I. The amount and source of state assistance for a particular proposal must be specified at the time the preapplication is submitted. The commitment from the state must be signed by an authorized agent for the state and must be made for a duration sufficient to allow for Federal grant approval, including both preapplication and final application procedures. A commitment of at least six months is recommended. NPS must be notified immediately of any changes in the commitment. State matching contributions may be cash or in-kind. States may also contribute some or all of the matching share for Recovery Action Programs, however, no state incentive match is available in these cases from the Federal government.

PROGRAM ELIGIBILITY

Eligible applicants for the UPARR program include designated jurisdictions listed in the Code of Federal Regulations at 36 CFR Part 72, Appendix B. Applicants concerned about eligibility should contact the appropriate NPS field office (see Appendix I for list of field offices). In addition, general purpose local governments that are located within a metropolitan statistical area (MSA) and are not included in the aforementioned list may compete as discretionary applicants for Rehabilitation, Innovation, and RAP grants provided that their applications meet the intent of the UPARR program. An applicant interested in discretionary funding must comply with the same requirements as the listed eligible jurisdictions including the preparation and availability of a RAP. In addition they must submit a narrative on the distress of the jurisdiction.

DISCRETIONARY APPLICATIONS

A discretionary applicant must submit with each grant application a narrative statement, signed by the local chief executive, identifying the Metropolitan Statistical Area (MSA) in which the jurisdiction is located and explaining and quantifying the applicant jurisdiction's state of physical and economic distress. Decisions on the eligibility of discretionary applications are based on the extent of distress indicated in the narrative statement and the merits of the proposal. Statistics and discussion on distress must relate, but are not limited to, the same criteria used to select eligible jurisdictions. The criteria for eligibility is contained in Title 36, Part 72, Appendix A of the *Code of Federal Regulations* (1. Population per square mile; 2. Net change in per capita income; 3. Percent Unemployed; 4. Percent of households without automobiles available; 5. Total population under 18 years of age and 60 years and over; 6. Percent persons with income below 125 percent poverty level). Grants to all discretionary applicants may not exceed 15 per cent of the funds appropriated in any fiscal year.

RECOVERY ACTION PROGRAMS

It is a primary aim of the Urban Park and Recreation Recovery Act to stimulate on-going local efforts to revitalize and maintain troubled recreation systems. In addition to providing the immediate, visible benefits of grant assistance, the program is expected to serve as a catalyst for mobilizing private, state, and local resources in behalf of strengthened recreational systems.

A preapplication is not a required part of the RAP grant application process. Applicants for UPARR grant assistance are required to submit evidence of long-term local commitments to recreation system recovery and maintenance. These commitments--to continuous programs for system planning, rehabilitation, operation, and maintenance--will be expressed in a RAP. RAPs must identify overall recreation system needs, objectives, problems, and opportunities related to physical facilities, service programs, system maintenance, and opportunities for coordination with other urban programs (community development, education, housing, transportation, and so forth). They must set forth action priorities and strategies in light of the needs and objectives identified and in response to the wishes of citizens as expressed in a well-defined public participation process. RAPs must be useful action guides for local citizens, Federal and state agencies, and others who may wish to support

a community's recreation recovery efforts. The RAP will be used to evaluate requests for UPARR Rehabilitation and Innovation grants. No proposals will be certified for competition without an approved Recovery Action Program on file in the appropriate NPS field office. Guidelines for preparation of a Recovery Action Program were published March 10, 1980, in the *Federal Register*. In addition, a technical assistance handbook entitled *UPARR Recovery Action Planning* is available from NPS field offices and outlines the requirements.

GENERAL PROGRAM INFORMATION

Citizen Participation

The applicant must provide citizens with an opportunity to participate in the development of Rehabilitation and/or Innovation proposals and in the implementation, monitoring, and evaluation of activities supported through an awarded grant.

Pass-Through Funding

At the discretion of the applicant jurisdiction, Rehabilitation and Innovation grants may be transferred, in whole or in part, to independent general or special purpose local governments, private nonprofit agencies or community groups, and county or regional park authorities that provide recreation opportunities to the general population within the jurisdictional boundaries of the applicant jurisdiction. The decision to pass-through funds is completely up to the applicant jurisdiction. Organizations, agencies, or governmental units seeking funding assistance on a pass-through basis must work with, and apply through, the applicant jurisdiction. The applicant jurisdiction will bear full legal responsibility and liability for funds passed through to subgrantees. Applicants also bear responsibility for application preparation and submission, and for the administration and project monitoring of any pass-through grant made by it. Applications with pass-through provisions must include a number of certifications by the applicant jurisdiction regarding issues of legal authority to apply for the grant, coordination with the applicant's RAP, and control and tenure of property (check with NPS field offices for a complete list). The applicant jurisdiction must certify, in the preapplication, that it will assume responsibility for any UPARR assisted property, and for the continued delivery of recreation services made possible through the grant in compliance with the provisions of the grant agreement in the event of a default on the part of the pass-through recipient.

Staged Proposals

When an applicant wishes to complete a project in a number of stages, the applicant may request UPARR assistance for all stages in a single application or proposal. In such cases, the three-year limit on construction still applies. If an applicant wishes to request funding for a single stage at a time, it must submit an application for each stage. Each stage must be structured in such a manner that it will increase the recreation utility of the property, or provide direct recreation opportunities, independent of subsequent stages. Funding of one stage of a multi-staged proposal in no way implies that subsequent phases will also be funded. Each proposal must compete separately and be evaluated on its own merits.

Number of Properties/Elements in Each Proposal

A jurisdiction's proposal must be oriented specifically to sites/facilities or services. Applications may be for systemwide neighborhood recreation sites/facilities or services, several specific sites/facilities or services, or a single site/facility or service. Higher priority is given to Rehabilitation proposals which service specific identified neighborhoods. Innovation proposals which include or affect multiple properties must be oriented to a single purpose, or one basic innovative category or approach. Innovation proposals may be non-property specific.

Control and Tenure

Applicants must certify that any property to be improved or enhanced by UPARR assistance that was acquired after January 2, 1971, was acquired in conformance with P.L. 91-646, the Uniform Relocation and Land Acquisition Policies Act. Applicants should contact the appropriate NPS field office for additional information about, and technical assistance in, complying with P.L. 91-646 certification requirements.

Applicants must certify that they have adequate control of and tenure over properties to be assisted through UPARR and must identify in their applications the type of control they have over those properties. Properties assisted through a UPARR grant may not be converted to other than public recreation use without the approval of the Director of NPS. Proposals that include lands or facilities not under adequate control or tenure will not be considered for UPARR assistance. Leases cannot be revocable at will by the

lessor. The time remaining on leases must be a term sufficient, in the judgment of NPS, to insure a period of public use and enjoyment commensurate with the expenditure of UPARR funds and consistent with the constraints imposed by Section 1010 of the UPARR Act regarding conversion of use to other than public recreation use. The costs of acquisition are not eligible for assistance under the provisions of the Act.

Requests for permission to convert UPARR assisted properties must be submitted in writing and approved by the Director, and will be considered on a case-by-case basis. Properties assisted through UPARR and later converted to other than public recreation uses must be replaced. Replacement must assure the provision of adequate recreation properties and opportunities of reasonably equivalent location and recreation usefulness.

Sources of Matching

State, local, and private funds may be used as the non-Federal share of project costs. General or special purpose state or local revenues, state categorical grants, and special state appropriations may be used. HUD Community Development Block Grant (CDBG) funds are the only Federal funds that may be used as part of the local match. If CDBG funds are used as all or part of the local match, the applicant must request a determination of the applicability of Davis-Bacon Act requirements from HUD.

NPS accepts in-kind contributions, including real property, buildings or building material, and equipment. The value of the contributions may be used as all or part of the matching share of project costs and must be appraised by the applicant and approved by NPS prior to project approval. Any type of service or assistance directly relating to the proposal and the provision of a recreation opportunity can be used as a matching share, including technical and planning services, construction labor, and management services. The availability and source of matching, including all in-kind matches, must be documented in all preapplications for UPARR assistance. A letter of commitment from State or private source(s) of funding must be included.

Allowable Costs and Fundable Elements

An applicant may apply for UPARR assistance only in an amount which, together with other public and private resources, will be available and is adequate to

complete the proposal. A UPARR proposal may be part of a larger project but a separate budget must be submitted for the UPARR proposal. UPARR assistance will be limited to those costs that actually will result in provision of recreation opportunities.

Once a proposal is approved based upon the preapplication, no increases in the amount of UPARR funding specified in the original proposal will be considered. Fundable elements in both Rehabilitation and Innovation proposals may include: materials and labor, site planning, architectural and engineering fees, and other costs for similar activities necessary to complete the approved project. In general, Office of Management and Budget (OMB) Circulars A-102 and A-87 will be used to determine allowable costs. Audit requirements will be subject to the provisions of OMB Circular A-133.

Rehabilitation funds may be used to improve parks, landscapes, buildings, and support facilities. Eligible Rehabilitation costs may include, in addition to the actual rehabilitation work and materials, site planning and those costs necessary to properly conduct the approved project. Innovation proposals may include costs related to improved delivery of recreation services (including costs for construction materials and labor, recreation supplies and equipment, personnel, and training). The following items merit specific attention:

- * **Administrative costs must not exceed 5 percent** of the total project cost. Applicants should describe the items and activities included as administrative costs so that NPS can evaluate their eligibility.
- * Preapplication costs that are reimbursable (but only if the proposal is funded) are those reasonable architectural and engineering costs essential to the preparation of the UPARR proposal. These costs are reimbursable if incurred no earlier than nine months prior to receipt of the preapplication by the NPS field offices.
- * **Architectural and engineering fees must not exceed 12 percent** of the total project cost nor be incurred more than nine months before preapplication is submitted.
- * Assistance for multi-service facilities must be prorated to those elements within the proposal necessary for the provision of recreation opportunities.
- * Support facilities, equipment, accessibility, and landscaping are eligible only when they are well defined, included as part of an overall rehabilitation effort, and provide direct recreation opportunities and benefits to the population being served.

- * Expansion proposals that are entirely, or substantially, oriented to expansion are not encouraged and will be closely scrutinized; and will be eligible only when the following conditions are documented and clearly indicate that:
 - o the general category of sites/facilities or programs involved are identified priorities in the jurisdiction's Recovery Action Program;
 - o the expansion does not subsequently increase the personnel or maintenance costs of the jurisdiction's recreation system;
 - o all neighborhood facilities are up to standard and no rehabilitation is needed; and
 - o the extent, volume, scope or quality of recreation opportunities to residents of distressed areas is increased.
- * Any costs incurred for travel outside the local applicant's jurisdiction will not be reimbursable without prior approval from NPS.
- * Consultant's fees for application development are not reimbursable.
- * **Contingency fees must not exceed 5 percent** of the total project cost.

Items Excluded From Funding

The UPARR Act excludes assistance for major sports arenas, exhibition areas, and conference halls used primarily for commercial sports, spectator, or display activities. Also excluded are routine operations, maintenance and upkeep activities, and acquisition of land or interests in land. Proposals, or elements of proposals, that are primarily intended to attract or provide recreation for tourists or other visitors from outside of the system's service area, or proposals whose primary objective is the enhancement of the area's economy through attraction of visitors, will not be considered. Proposals that consist entirely of new development are not eligible for UPARR Rehabilitation assistance. No new parks or facilities will be created with Rehabilitation grants.

PREAPPLICATION PROCESS

Jurisdictions are cautioned to follow the steps below when submitting preapplications for Rehabilitation or Innovation grants under the UPARR program. Following these steps should help avoid the possibility of submitting proposals which are technically inadequate or not within the intent of the UPARR legislation. Use of the suggested format enables reviewers of the individual proposals to easily find information and documentation when proposals are ranked and evaluated.

- 1) Contact the appropriate NPS field office for program information and technical assistance.
- 2) Prior to submission of Rehabilitation or Innovation grant proposals, you must submit and have approved, a Recovery Action Program plan. No Rehabilitation or Innovation grant proposal will be certified for competition without this document.
- 3) Read through this handbook and request assistance if you have any questions or problems.
- 4) Determine the scope of the proposal. This should be in accord with your approved RAP and the availability of matching funds.
- 5) Submit the formal preapplication (an original and one copy) to the appropriate NPS field office for receipt by no later than the announced deadline date.
- 6) If a proposal is selected for funding, the jurisdiction will be notified by NPS. Technical assistance will be provided in the completion of the formal grant agreement and application forms within the 120-day time limitation for final/full application submittal.

Other supporting information should be included as outlined elsewhere in this handbook.

PREAPPLICATION DOCUMENTATION

A number of distinct elements comprise a preapplication. Each must be addressed as completely and accurately as possible since grant offers are made on the basis of submitted information. An original and one copy of the preapplication must be submitted to the appropriate NPS field office. With each preapplication for UPARR Rehabilitation or Innovation grants, the following must be submitted (each of these requirements is discussed in greater detail on the following pages):

- * A letter of transmittal
- * OMB Standard Form (SF) 424 Facesheet (only)
- * Proposal description statement
- * Narrative on selection criteria
- * Maps
- * Photographs (construction projects only)
- * Project cost estimates
- * Pass-through certifications (if applicable)
- * Narrative statement on distress factors (discretionary applicants only)
- * Other supporting documentation as required.

Letter of Transmittal

This letter transmits the preapplication to the NPS field office and should be addressed to the Regional Director. For applicants applying for both project types (both Rehabilitation and Innovation), each proposal should be submitted with a separate letter of transmittal. The letter of transmittal must do six distinct things:

- 1) identify the type of assistance being sought, Rehabilitation or Innovation;
- 2) certify that the applicant will comply with all NPS requirements for UPARR grants;
- 3) identify the source and type of the matching share; being particularly sure to identify any State contributions;
- 4) identify the type of control and tenure that is held on the facility to be rehabilitated and/or where programming will occur; and,
- 5) assure that the project will begin within one year of the grant award and be concluded within three years (the grant agreement may call for a shorter completion time).

If project funds are to be passed-through to another entity, then the transmittal letter must also:

- 6) certify that the applicant city/county will assume full responsibility for all provisions of the grant in case of default on the part of that entity.

The letter of transmittal must be signed by the chief executive officer (mayor, etc.) or authorized designee of the applicant jurisdiction (proof of designation must be included). Appendix B contains sample letters of transmittal.

Standard Form 424

Only the facesheet of the SF-424 need be submitted with the preapplication. See Appendices C-E for instructions, completed sample, and blank forms, respectively. The correct federal/local share must be reflected in the 424.

Proposal Description Statement

Each proposal must include a short background statement, NOT EXCEEDING ONE PAGE, describing the intent of the proposal. For Rehabilitation grants this must include the names of each site/facility, its existing condition, why the

condition exists, and what UPARR assistance will do to alleviate or remedy the condition or problem. The Innovation grant statement must describe the intended innovative approach, its unique characteristics, and its demonstration potential to the jurisdiction and the nation. Innovation narratives must also indicate the anticipated results and benefits of proposed actions to residents, the approach/methodology used, and the process that will be used to evaluate the benefits and achievements for national demonstration purposes. For both project types - list user fees, membership requirements, and/or residency restrictions for the facility or program to be assisted.

Narrative on Selection Criteria

Each of the competitive selection criteria for the type of proposal (Rehabilitation or Innovation) must be addressed separately in narrative form. It is from these narratives that proposals will be rated by evaluation panels and the competitiveness of the proposal determined. Therefore, this section is extremely important to your likely success in securing UPARR funding. Responses should be brief, but specifically documented to give reviewers all the information necessary to evaluate the proposal. Each criterion must be addressed and each response must relate specifically to the proposal being submitted. Each response should focus directly and exclusively on the criterion being addressed, and nothing more. The selection criteria for Rehabilitation and Innovation grants are different. Each is outlined in detail in Appendix A. Generally, the narrative should not exceed one page per criterion. Most can be addressed in less than one page.

Maps

Well-designed maps can be important elements of the proposal. They not only strengthen a proposal's competitiveness, but also make reviews much easier. The maps listed below may already be available from departments or agencies within the jurisdiction. Where feasible, maps should be submitted on 8-1/2" x 11" paper. (Appendix F contains sample maps.) Maps that must be included in the preapplication are:

General Location Map (required) - This map shows the entire jurisdiction and locates the project site(s).

Site Map(s) (optional) - The site map should graphically show existing facilities to be rehabilitated, project boundaries, and location of easements. Enough detail should be provided so reviewers will know what and where rehabilitation activities will occur. Labels, or some other device, will help clarify actions being taken. If multiple sites are involved it may be necessary to provide a map for each site.

Demographic Map (required) - The map must graphically indicate existing demographic characteristics, and the project(s) current and projected service area(s). Demographic characteristics to be presented are: percent of unemployment; population density; family income; percentage of minority populations; and any other appropriate data that supports the proposal narrative. This may be presented by census tract. The date of map preparation and the year the information was collected must be indicated. If multiple sites are involved it may be necessary to provide a map for each site.

Maps meeting the requirements of Section 1010 of the UPARR Act will be required at the final application stage. The area identified in these maps may not be converted to other than public recreation use without Federal approval.

Photographs

All Rehabilitation proposals, and Innovation proposals which include construction activities, must contain 8"x10" or other size photographs (color preferred but not mandatory) sufficiently large to adequately depict site conditions, including both outside and, if applicable, inside photos of each site/facility. These photos should concentrate on the deterioration which the proposal intends to remedy. Additional photos may be necessary to adequately portray existing conditions. Photos must include the name of the site or facility depicted, the jurisdiction's name, approximate date the photo was taken, and a short description of the scene depicted or problem to be remedied.

Project Cost Estimates

Cost estimates must provide NPS and national selection panels with enough information to determine what is being done. Appendix G contains a sample cost estimate.

For Rehabilitation grants, the cost estimate must indicate whether a site/facility is being repaired, replaced or expanded. The estimate must contain a breakdown of costs necessary for the completion of the proposal. Applicant jurisdictions must supply sufficient information on the types of activities to be undertaken and the related costs. If the proposal is a multiple-site proposal, costs must be displayed on a site-by-site basis.

If this project is part of a larger effort, the cost estimate must clearly define the UPARR portion and outline separately additional work being proposed with other funds.

For Innovation grant proposals dealing with adaptive reuse or construction, follow the instructions for Rehabilitation grants. For Innovation proposals dealing with programming or other non-capital activities, provide a list of job titles, the number of employees or volunteers with payroll costs, the types of services or supplies with costs for the period of the grant, and a preliminary schedule of the time of year the innovative service and/or facility will be in operation and its general days and hours of operation.

NOTE: Costs **cannot** be increased once a tentative grant award is received; therefore, cost estimates should be sufficient to complete the outlined work.

Pass-Through Applications (if applicable)

Proposals with pass-through provisions (where UPARR funds will be turned over to an entity other than the applicant jurisdiction; e.g., another jurisdiction or a non-profit organization) must include a number of additional certifications regarding issues of coordination, control and tenure, and so forth. The transmittal letter submitted by the applicant's chief executive officer should follow the format of the second sample in Appendix B. Applicants with pass-through provisions should contact their NPS field office for further information.

Discretionary Applications (if applicable)

Every preapplication from a discretionary jurisdiction must be accompanied by a narrative statement explaining the state of physical and economic distress

of the applicant jurisdiction. This statement must be signed by the jurisdiction's chief executive officer or certified in the transmittal letter (see Appendix B). The statement requires a specific format, so discretionary applicants **should** contact their NPS field office for further information (also refer to page 5).

NEXT STEPS

The information and certifications identified above comprise the preapplication for UPARR Rehabilitation and Innovation grants. A preapplication checklist is provided in Appendix H for the applicant's use in assembling the package for transmission to the NPS field office.

While the proposal and preapplication are under development, there is no substitute for early coordination and consultation with the NPS field office. The process described above has been designed to solicit a minimum of information during the preapplication phase. Applicants must be aware, however, that a number of significant certifications and pieces of documentation will still need to be submitted at the full/final application stage on proposals receiving a grant offer. This material will be spelled out in detail to successful applicants, but consideration of some of them, as listed briefly below, should be taken into account by all applicants during proposal development.

After the tentative grant offer is made, jurisdictions have a maximum of 120 days to prepare full applications including all pertinent permits and reviews. NPS reserves the right to defer a proposal if it appears that the requirements for a full application cannot be met within 120 days. For that reason, while documentation of the environmental assessment, SHPO concurrence, and E.O. 12372 compliance are not required as part of the preapplication, applicants should consider initiating those processes during the preapplication stage if conditions of the proposal warrant.

Environmental and Historic Information

Applicants must consider environmental laws and executive orders to determine whether an environmental impact statement (EIS) is required. To comply with

the National Environmental Policy Act of 1969 (P.L. 91-190, as amended), NPS is required to assess the effects of all projects. Therefore, full applications must contain sufficient information for NPS to determine whether an EIS is necessary. Information should include both beneficial and adverse effects directly or indirectly resulting from the proposed project. Information should be factual and concisely written. Particular areas of concern include endangered species, historic or archaeological sites, HUD insurance maps or wetlands management, and impacts on water quality or waterways. Guidance will be available from NPS field offices. If the proposal will require any sort of federal or state permit or review (such as Corps of Engineers or flood plain permits), it is wise to begin those processes as soon as possible, advisedly during the preapplication process.

The State Historic Preservation Officer (SHPO) must review and determine whether funded project sites are now on, or appear eligible for inclusion on, the National Register of Historic Places. The SHPO's opinion must be sought regarding the effect project implementation will have on any such properties. If the site is on, or appears eligible for inclusion on, the National Register, a sometimes lengthy process must be completed prior to approval of the full application. It is therefore imperative that the possibility of such an occurrence be identified early in the application process. If the possibility exists, consultation with the SHPO should begin during the preapplication phase.

E. O. 12372 Intergovernmental Review

E. O. 12372 requirements must be followed during the full application stage. The applicant's proposal must be forwarded to the State Single Point of Contact (SPOC) no later than 60 days prior to submission of the full application to the NPS field office.

PREAPPLICATION CERTIFICATION

Before a Rehabilitation or Innovation proposal can compete for funding under the UPARR program, it must be certified by a NPS field office. This certification of the preapplication assures that the proposal meets minimum legal requirements and provides adequate information for evaluation and competition and is within the intent and scope of the UPARR program.

Certification also minimizes problems in finalization of successful grant proposals. Certification assures that the following documentation requirements have been satisfied:

- 1) A Recovery Action Program has been approved for the applicant jurisdiction, and the proposal is in accord with the approved plan.
- 2) The grant purpose is within the intent of the UPARR Act and regulations.
- 3) All requirements for a UPARR preapplication listed in this handbook are met.
- 4) Title VI (of the Civil Rights Act of 1964) compliance of the jurisdiction will be reviewed by NPS prior to proposal certification. If neither the proposal nor the Recovery Action Program provide for minority populations, the proposal will not be in compliance with Title VI regulations and cannot be certified.
- 5) 504 (Section 504 of the Rehabilitation Act of 1973) Self-Evaluation plan is on file locally.
- 6) Completion of all requirements for final approval can reasonably be expected within 120 days. All applicants are urged to ensure that their proposal has no environmental, historic or other problems which may indicate a delay in approval. NPS will withhold certification and/or reject proposals which it feels cannot be approved within 120 days.
- 7) If the proposal is deficient and cannot be certified, the applicant will be notified, deficiencies identified, and appropriate corrections suggested.

PROPOSAL REVIEW AND EVALUATION PROCESS

This information is provided so that you can better understand the procedures implemented by NPS in the selection of proposals in the UPARR program.

- 1) Preapplications are submitted to NPS field offices by the chief executive official of the applicant jurisdiction and are to be received by NPS by no later than the announced deadline date. They are reviewed for technical accuracy and competitiveness and certified.
- 2) Certified preapplication proposals are evaluated by regional staff against the selection criteria.
- 3) Competitive proposals within the established funding limits of the funding cycle are forwarded to the Washington Office of NPS.
- 4) Proposals are then reviewed and ranked by the Washington Office.
- 5) Proposals are then reviewed by a national selection panel and recommendations for funding are made. Separate panels are held for Rehabilitation and Innovation grants.

- 6) A panel's recommendations are forwarded to the Director of NPS for approval.
- 7) A national announcement of successful applicants is made.
- 8) Unsuccessful applicants are notified and assistance is offered by NPS field offices in reworking the preapplication to make it more competitive for future grant rounds.
- 9) Successful applicants will be notified of tentative grant offers by NPS. Before NPS can obligate funds, the applicant will be required to complete a formal full/final application, within 120 days of this notification. Procedural guidelines for full applications will be provided to applicants receiving tentative grant offers. No changes in grant amount will be allowed during the final application stage, nor will amendments for additional funds be allowed at later stages.
- 10) Successful applicants will be responsible for compliance with E.O. 12372 intergovernmental review requirements, and regulations contained in OMB Circulars A-102, A-87, and A-133 as well as all applicable Federal laws including but not limited to:
 - * Architectural Barriers Act of 1968 (P.L. 90-480)
 - * Clean Air Act and Federal Water Pollution Control Act
 - * Copeland Anti-Kickback Act
 - * Endangered Species Act of 1973 (P.L. 93-205)
 - * Executive Order 11246, Equal Employment Opportunity
 - * Executive Order 11593, Protection and Enhancement of the Cultural Environment
 - * Executive Order 11625, Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise
 - * Executive Order 11988, Floodplains Management
 - * Executive Order 11990, Protection of Wetlands
 - * Executive Order 12088, Federal Compliance with Pollution Control Standards
 - * Executive Order 12185, Conservation of Petroleum and Natural Gas
 - * Flood Disaster Protection Act of 1973 (P.L. 93-234)
 - * Historical and Archaeological Data Preservation Act of 1974 (P.L. 93-291) 36 CFR 66
 - * National Environmental Policy Act of 1969 (P.L. 91-190)
 - * National Historic Preservation Act of 1966 (P.L. 89-665), as amended
 - * Nondiscrimination Section 109 of the Housing and Community Development Act of 1974 (42 USC 5301) as amended
 - * Section 504 of the Rehabilitation Act of 1973
 - * The Americans With Disabilities Act of 1990
 - * Title VI of Civil Rights Act of 1964, Executive Order 11764
 - * Title VIII of the Civil Rights Act of 1968 (42 USC 3601) as amended, Executive Order 11063 (27 FR 11527)
 - * Uniform Relocation Assistance and Land Acquisition Policies Act of 1970 (P.L. 91-646)
 - * Drug Free Work Place Act of 1988 (P.L. 100-690; 43 CFR Part 12)
 - * Lobbying Restrictions (P.L. 101-121; 43 CFR Part 18)
 - * Executive Order 12549, Non-Procurement Debarment and Suspension
 - * Buy American Act, 59 FR 36715, July 19, 1994.

- 11) The Director of NPS reserves the right to withdraw a grant offer if it is determined that the preapplication contains misstatements or misrepresentation of facts, or problems which cannot be resolved.

APPENDICES

Appendix A

Rehabilitation and Innovation Selection Criteria

Rehabilitation and Innovation Selection Criteria

Each of the following criteria should be addressed separately and numbered in the same order in the preapplication as they appear below. Statements should be succinct but specifically documented to give reviewers all the information necessary to score the proposal. Each criterion must be addressed and each statement must relate specifically to the proposal being submitted.

Each criterion must be thoroughly addressed. The following sections outline selection criteria for both Rehabilitation and Innovation grants, and identify those elements necessary to receive full scores. Sufficient documentation must be provided to substantiate claims made in the narrative.

Rehabilitation Grant Selection Criteria

Rehabilitation grant requests must address the following criteria. If the proposal submitted is a multiple site/facility Rehabilitation proposal, project-by-project or site-by-site responses must be made for criteria 2, 3, 4, 5, 6, and 8. The remaining selection criteria (1, 7, 9, and 10) need be addressed only once but must cover the entire proposal.

- 1) UPARR investment per capita. Higher priority will be given to proposals with lower costs per capita. Population figures for this per capita cost should be those given in Bureau of the 2000 Census estimates for the applicant jurisdiction. The dollar figure should be 70 per cent of the total proposal cost. **(The 70 per cent figure should be used even if the Federal UPARR match is higher than 70 per cent due to a state incentive).**

Example:

Center City, Census population estimate 53,162 receives a
Rehabilitation grant offer of. \$100,000

70 percent UPARR match equals 70,000

$$\text{cost/capita} = \frac{\$70,000}{53,162} \text{ or } \$1.32$$

- 2) Provision of neighborhood recreation needs. Higher priority will be given to proposals serving neighborhood needs, lower priority to those serving area or jurisdiction-wide needs. A proposal will be considered:
 - a) neighborhood oriented if it is within walking or biking distance of the majority of the population served (may be accessible by public transit).
 - b) neighborhood/community oriented if it serves multiple neighborhoods;
 - c) jurisdictionally oriented if it is intended to serve the entire community;
 - d) regionally oriented if it draws people from outside the community.

NOTE: County projects must be justified in terms of direct service to identifiable urban neighborhoods, and there must be evidence of cooperation between a county and its major city. County proposals that do not serve close-to-home recreation needs of urban neighborhoods will not be competitive.

- 3) Condition of existing recreation properties to be rehabilitated. Higher priority will be given to proposals in which sites or facilities:
 - a) are closed or in danger of being closed due to age of facility, safety, health, code violation, overuse, etc. If closed for more than one year, explain why. If about to be closed, provide official documentation;
 - b) are essential to maintenance of existing high priority recreation services;
- 4) Improvement in the quality and quantity of recreation services as a result of rehabilitation, including improvements at specific sites and overall enhancement of the recreation system. Higher priority will be given to proposals which provide statistical data to demonstrate how the project will:
 - a) increase the type, variety or quality of recreation opportunities provided by the system;
 - b) positively affect other recreation areas, increase facilities or services provided throughout the system, both public and private;
 - c) increase the number of people served by the system (indicate percent of increase).
- 5) Improvement of recreation service to minority and low to moderate income residents, special populations and distressed neighborhoods. Higher priority will be given to proposals that improve service to:
 - a) significant (50% or more) minority populations;
 - b) low and moderate income residents;
 - c) Federal, state or local target areas;
 - d) special populations, such as minorities, elderly, and at-risk youth.

NOTE: See page 14 for demographic map requirements. Indicate if Recovery Action Plan addresses whether these needs are otherwise being met. If neither the proposal nor the RAP provide for minority populations, the proposal will not be in compliance with Title VI regulations and cannot be certified.

- 6) Proposal's consistency with local government objectives and priorities for overall community revitalization. Higher priority will be given to proposals which:

- a) will implement an identified portion of overall community and neighborhood revitalization plans (such as housing, transportation, employment) including national objective areas such as empowerment zones.
- b) are identified and supported by local citizens, public officials, or community agencies or groups (provide copies of letters, minutes of public meetings, etc.)
- c) addresses and seeks to implement specific high priority needs identified in the RAP and other official local plans.

NOTE: Assurance must be provided that proposals are located within an EZ/EC (see www.hud.gov).

- 7) Neighborhood employment opportunities created. Higher priority will be given to proposals which:
 - a) identify the number and type of permanent jobs created as a result of this project. This includes seasonal employment opportunities;
 - b) identify the number and/or percent of new job opportunities created through the proposal that will go to neighborhood unemployed youth, minorities, or low income residents;
 - c) identify policies, statutes, or ordinances which provide emphasis for providing job opportunities to neighborhood unemployed residents, underemployed youth, minorities or low income residents.
- 8) State participation in the proposal, includes financial and technical assistance. Higher priority will be given to proposals from jurisdictions in states which:
 - a) have a signed agreement with NPS regarding UPARR participation;
 - b) provide a full 15 percent match for grant;
 - c) provide technical assistance to local governments in UPARR recreation planning, proposal design, implementation, or operation and maintenance of rehabilitated site/facilities;
 - d) are responsive to urban needs in other State recreation programs (such as regular apportionment of L&WCF to urban areas).

NOTE: Agreement with State must be current and specifically referenced in the proposal. A letter of commitment providing evidence of State financial assistance must be included.

- 9) Private sector participation in the proposal, including contributions of financial assistance. (Private sector includes both for-profit and nonprofit agencies and organizations.) Higher priority will be given to proposals in which the private sector provides some, or all, of each of the following:

- a) local matching funds (cash or in-kind contributions);
- b) project planning assistance;
- c) operation and maintenance for sites/facilities improved through the proposal (through volunteer or other donated services or funding);
- d) additional volunteer rehabilitation efforts at this site(s).

NOTE: The availability and sources of matching, including all in-kind matches, must be documented in all preapplications for UPARR assistance.

10) Jurisdiction's commitment to implementing its overall Recovery Action Program (as approved by NPS). Higher priority will be given to proposals in which:

- a) the jurisdiction has made significant progress in pursuing the implementation strategies in its Recovery Action Program;
- b) citizen participation and overall community support for recreation is expressed and reflected in the Recovery Action Program and in implementation actions;
- c) planning is a cooperative community agency effort, with adequate funding available.

Innovation Grant Selection Criteria

If the proposal is an innovation grant request, the selection criteria for Innovation grants must be addressed. Ranking of Innovation proposals for the adaptive reuse of non-recreation areas or structures, through rehabilitation for recreation, must also address Rehabilitation selection criteria, particularly the criteria covering Federal investment per person served and the degree to which the proposal would serve close-to-home recreation needs. The following criteria will be used to evaluate and rank Innovation proposals:

1) The degree to which the proposal provides a new, unique or more effective means of delivering a recreation service that can serve as a model for other communities. Higher priority will be given to proposals which:

- a) outline new ideas with national implications;
- b) have demonstration value and can be applied to improve the delivery of recreation service.

2) The degree of citizen involvement in proposal conceptualization and implementation. Higher priority will be given to proposals in which:

- a) the idea came from the neighborhood, community, or from private agencies and organizations that have an established knowledge of the area and its people (such as ethnic, cultural, historic, block, social service groups);
- b) the private sector (individual citizens, community groups, local business enterprises) has participated in proposal development and made commitments to aid implementation.

- 3) The degree to which the proposal may lead to a positive, systematic change in how park and recreation services are provided. Extent to which the proposal creates opportunities for new partnerships between the people affected, private interests within the community, and public agencies. Higher priority will be given to proposals which:
 - a) lead to a major positive change in the provision of recreation services;
 - b) create new partnerships between citizens, public agencies, and private interests, such as the mayor's office, recreation department, board of education, planning department, social services agencies, neighborhood development councils.
- 4) Degree of commitment of community and proposal participants to continue long term program objectives, including commitments to continue funding after the requested Federal grant money is no longer available. Extent of private resources committed to providing funds or in-kind services for continuing operation and maintenance of projects. Higher priority will be given to proposals in which:
 - a) community and proposal participants have made a formal commitment to continue full funding;
 - b) the private sector (business and industry) is committed to continue funding of operation and maintenance.
- 5) The degree to which proposal managers use the Federal funds to leverage greater public or private investments (in the form of services and materials, as well as dollars). Higher priority will be given to proposals in which the leveraging of public and private investments is guaranteed and such guarantees are documented. Lower priority will be given to proposals in which the leveraging aspects are in the planning stages.
- 6) Degree to which the proposal provides potential coordination with other community, state and Federal programs of community development and those providing recreation to the target population (such as public and private nonprofit programs, education programs, health and public safety, HUD programs). Higher priority will be given to proposals in which a definite plan for coordination with two or more other programs are outlined and guaranteed.
- 7) The degrees to which the proposal improves the quality and quantity of recreation services as a result of the Innovation project. This criterion relates to the effect the proposal will have on the entire jurisdiction, not just the neighborhood served. Higher priority will be given to proposals which:
 - a) significantly increase the number of people served by the project;
 - b) significantly increase the type, variety, or quality of recreation opportunity provided by the project;
 - c) comply with an ongoing plan for the project neighborhood.

- 8) The degree to which the proposal ties in with goals, priorities and implementation strategies expressed in the local park and recreation Recovery Action Program. Higher priority will be given to jurisdictions that have:
- a) completed a Recovery Action Program;
 - b) made significant progress in implementing the Recovery Action Program;
 - c) demonstrated in the Recovery Action Program that there is citizen and community support for recreation;
 - d) demonstrated that planning is well-funded and well-integrated.
- 9) The degree to which the proposal leads to a transfer of a recreation role traditionally performed by a public entity, to quasi-public or private nonprofit interests. Higher priority will be given to proposals which will result in a complete transfer of a recreation role from a public entity to a quasi-public or private nonprofit entity. This means the degree to which the private sector can take full responsibility, supplement, or fill the gaps in public recreation services, management or operation, either through transfers of techniques or methods that may prove to be more effective under the private sector. Such transfers should in no way alter the ability of public agencies to continue to provide and/or monitor good quality recreation facilities and services.
- 10) The degree to which a proposal benefits disadvantaged community populations and/or those areas within a distressed community which have the greatest recreation deficiencies. Higher priority will be given to proposals that improve service to:
- a) significant minority populations;
 - b) low and moderate income residents;
 - c) neighborhood strategy areas;
 - d) special populations, such as handicapped, elderly, and at-risk youth.

Points to Remember for Narrative Statement Section:

- * Each criterion must be addressed separately.
- * Documentation to support claims must be provided.
- * Be brief, but be as thorough as need be to answer each criterion.
- * Field offices can assist in defining the goal of each of these criteria.
- * Proposals must be designed to provide recreation services for residents within the applicant's identified service area.

- * A Rehabilitation or Innovation proposal may cover the local government's entire recreation system, several properties within the system, or a single property. Innovation proposals may also be nonproperty oriented.

Appendix B

Sample Transmittal Letters

Sample Transmittal Letter

In lieu of separate pieces of paper, the transmittal letter covers a number of assurances and certifications which are necessary parts of the preapplication. For that reason, please use the following format when composing the transmittal letter:

Regional Director
National Park Service, Northeast Region
Philadelphia Support Office
200 Chestnut St. - 3rd Floor
Philadelphia, PA 19106

Dear Regional Director:

The City/County of _____ is pleased to submit this preapplication for a grant under the Urban Park and Recreation Recovery (UPARR) program. I hereby certify and assure the following:

- 1) In this grant round we are applying for a (Rehabilitation/Innovation) grant with a UPARR share of \$_____.
- 2) I certify that the City/County of _____ will comply with all NPS requirements for UPARR grants.
- 3) The source of the jurisdiction's matching share will be (e.g. from the capital budget) in the form of (e.g. cash).
- 4) The type of control and tenure the City/County holds on the facility to be assisted is (e.g. title in fee simple).
- 5) I assure that the project will begin within one year of grant award and be concluded within three years.

For discretionary applicants, add

- 6) I certify that the required discretionary narrative is included in the pre-application.

Sincerely,

Chief Executive Officer

Enclosures: One original and one copy of the preapplication

**Sample Transmittal Letter
For Proposals With Pass-Throughs**

Regional Director
National Park Service, Northeast Region
Philadelphia Support Office
200 Chestnut St. - 3rd Floor
Philadelphia, PA 19106

Dear Regional Director:

The city/county of _____ is pleased to forward this preapplication for a Rehabilitation (or Innovation) grant within the Urban Park and Recreation Recovery (UPARR) Program. In the event this proposal is selected for funding, \$_____ will be passed through to (name of pass-through entity).

1) In this grant round we are applying for a (rehabilitation/innovation) grant with a UPARR share of \$_____.

2) I certify that the City/County of _____ will comply with all NPS requirements for UPARR grants.

3) In the event of default by (name of pass-through entity), the city/county of _____ is committed to and has the legal authority and fiscal capacity to assume full responsibility for all provisions of the grant.

4) The source of the jurisdiction's matching share will be (e.g. from the capital budget) in the form of (e.g. cash).

5) The type of control and tenure the City/County holds on the facility to be assisted is (e.g. title in fee simple).

6) I assure that the project will begin within one year of grant award and be concluded within three years.

For discretionary applicants, add

7) I certify that the required discretionary narrative is included in the pre-application.

Sincerely,

Chief Executive Officer

Enclosures: One original and one copy of the preapplication

Appendix C

Standard Form 424 Facesheet Completion Instructions

Standard Form 424 Facesheet Completion Instructions

This form is used in the preapplication. It should be filled out as follows:

- Item 1. Complete the "Type of Submission" by checking the appropriate box under "Preapplication" ("Construction" or "Non-Construction").
- Item 2. Record date submitted to NPS field office and applicant's own control number (if applicable).
- Item 3. Not applicable.
- Item 4. Not applicable.
- Item 5. Enter name and address of local governmental unit, organizational unit (such as Parks Dept.), and name and telephone number of person who can provide further information about this request.
- Item 6. Enter IRS-assigned number.
- Item 7. In all cases, enter the letter designating the grantee ("B" for county, "C" for municipality, etc.), not the pass-through recipient.
- Item 8. Enter the appropriate code letter. For all preapplications, enter "A" ("New").
- Item 9. Enter "National Park Service" and the name of the applicable NPS field office.
- Item 10. Record Federal catalog no. "15.919" and program title: "Urban Park and Recreation Recovery Program."
- Item 11. Enter proposal title and a description of the overall proposal, indicating whether it is Rehabilitation or Innovation. The proposal title should be as descriptive as possible. Include key words indicating major elements of the grant, such as "Jones Park Rehabilitation." The description is to be continued on a separate attached continuation sheet (if needed). Pass-through recipients must be identified in the description of the proposal.
- Item 12. Indicate the governmental unit where significant and meaningful impacts will be observed.
- Item 13. Indicate approximate date the project is expected to start (Usually associated with estimated date of availability of funding).
- Item 14. In space 14.a., indicate the congressional district(s) of the applicant. In space 14.b., indicate the congressional district(s) of the specific project site. For projects involving multiple sites in more than one district, identify and indicate the

congressional district of each project site on the same continuation sheet used to complete Item 11.

- Item 15. Enter amount requested or to be contributed during the initial project by each contributor (show correct federal/local share) Include value for in-kind contributions. Item definition: 15.a., amount requested from Federal government (UPARR assistance only); 15.b., amount applicant will contribute; 15.c., the amount of State match, if applicable; 15.d., do not use; 15.e., amount from other sources (explain on continuation sheet); 15.f., do not use; 15.g., indicate total amount (must be sum of above figures).
- Item 16. Complete as appropriate.
- Item 17. Complete with response applicable to the applicant's organizational unit.
- Item 18. Completion of item 18 is not required at the preapplication stage. However, the applicant should note that a full SF-424 (facesheet and other applicable 424 parts/forms), including an appropriate signature at space 18.d, must be submitted at the full/final application stage.

APPENDIX D

Completed SF-424 Facesheet (sample)

SAMPLE 424 FACESHEET GOES HERE

(page 1 of 2)

APPENDIX E

Blank Copy of SF-424 Facesheet for Applicant Use

Blank SF 424 goes here

APPENDIX F

Sample Maps

Map 1.	Location Map	(required)
Map 2.	Site Map	(optional)
Map 3.	Demographic Map	(required)

Map 1

Insert Location Map Sample Here

Map 2

Insert Site Map Sample Here

Map 3

Insert Demographic Map Sample Here

APPENDIX G

Sample Cost Estimates

Sample Cost Estimates

Center City UPARR Rehabilitation Projects

Site "A" Playground

Removal of pavement and vandalized play equipment	\$	6,000
Rehabilitation of existing play equipment		2,834
Tree planting and establishment of turf areas		6,983
Installation of fences and new play equipment		37,000
Creation of ground forms (earth mounds)		3,115
Site drainage		3,000
Architectural/engineering services*		6,550

Subtotal: \$ 65,482

Site "B" Recreation Center

Replace basketball floor	\$	20,266
Renovate multipurpose room		20,433
Renovate toilet and locker areas		85,300
Provide window security screening		1,580
Replace lighting fixtures		4,550
Replace heating system		52,000
Replace hot water system		10,000
Renovate electrical system		30,200
Architectural/engineering services*		13,170

Subtotal: \$ 237,499

Site "C" Swimming Pool

Rehabilitate locker areas	\$	32,000
Renovate electrical systems		68,851
Rehabilitate and restore pumps		43,555
Replace filtration system		20,381
Rehabilitate concrete deck		15,000
Screed coat to floor		30,530
Architectural/engineering services*		18,928

Subtotal: \$ 229,245

Administrative costs* \$21,429

TOTAL: \$ 553,655

* A/E fees for the development of proposal applications shall not exceed 12 percent of total grant costs, administrative fees 5 percent

of total grant costs, and contingency fees 5 percent of total grant costs.

APPENDIX H

Preapplication Checklist

Preapplication Checklist

Letter of Transmittal

- * Signed by Chief Executive Officer (Mayor/Commissioner) _____
- * Certifies compliance with NPS requirements _____
- * Identifies type of grant sought _____
- * Identifies the source and type of the matching share _____
- * Identifies the type of control and tenure held at the site or facility to be rehabilitated and/or where programming will occur _____
- * Includes certification regarding pass-throughs and/or discretionary applicant (if applicable) _____
- * Assures that the project will begin within one year of the grant award and will be concluded within three years _____

Standard Form 424

- * Facesheet only _____
- * Funding correct (70% Federal, 30% local) _____
- * Continuation sheet (if needed) briefly abstracting the proposal _____

Proposal Description Statement Narrative

Selection Criteria Narrative

- * Treat each criterion separately and answer fully _____
- * Document with statistics _____

Maps

- * Location map (required) _____
- * Site map(s) (optional) _____
- * Demographic map(s) (required) _____

Photos (construction projects only)

- * Inside photos (if applicable) _____
- * Outside photos _____

Project Cost Estimates

- * Detailed breakdown of costs by item _____

Pass-Throughs

- * Description of pass-through agency _____
- * Legal authority to apply _____
- * Coordination with Recovery Action Program _____
- * Non-conversion of property _____
- * Control and tenure _____
- * Open to public _____
- * Prorated to recreation service area _____
- * Fiscal management system _____

Discretionary Applicants

- * Documentation of level of distress _____

Number of Copies of Pre-Application

- * One original (signatures) and one copy _____

APPENDIX I

NPS Field Offices

NPS Field Offices

(12/2001)

Northeast

Stewardship and Partnership Programs
National Park Service
200 Chestnut Street - 3rd Floor
Philadelphia, PA 19106
215-597-9195
Fax: 215-597-5747

CT, DC, DE, MA, MD,
ME, NH, NJ, NY, PA,
RI, VA, VT, WV

Mid-West

Partnership Programs
National Park Service
1709 Jackson Street
Omaha, NE 68102-2571
402-221-3358, 3202, 3292, 3205,
7282, 7283, 7270
Fax: 402-221-3372

AR, AZ, CO, IL, IN, IA,
KS, MI, MN, MO, MT, ND,
NE, NM, OH, OK, SK, TX,
UT, WI, WY

Pacific West

Columbia Cascades Support Office
National Park Service
Partnership Programs
909 First Avenue
Seattle, Washington 98104-1060
206-220-4126
Fax. 206-220-4161

AK, ID, OR, WA

Pacific Great Basin Support Office
Planning and Partnerships Team
National Park Service
1111 Jackson Street, Suite 700
Oakland, CA 94607
510-817-1445, 1324, 1439
Fax: 510-419-0197

AS, CA, GU, HI, NV, CM

Southeast

Chief, Recreation Programs Branch
National Park Service
Atlanta Federal Center, 1924 Building
100 Alabama Avenue
Atlanta, GA 30303
404-562-3175
Fax: 404-562-3246

AL, FL, GA, KY, LA, MS,
NC, PR, SC, TN, VI